

EAST TEXAS A&M UNIVERSITY
President's Delegation of Authority for Contract Administration
Fiscal Year 2025

General Delegations:

The Chancellor is delegated the authority to sign and approve contracts not specifically reserved by the Board of Regents in System Policy 25.07, *Contract Administration*. In accordance with System Policy 25.07, §6, the Chancellor may delegate authority to deputy chancellors, vice chancellors, CEOs or others to sign and approve these contracts. Furthermore, in accordance with System Policy 25.07, §6, the Chancellor has deleted to CEOs the authority to sign and approve contracts described in System Policy 25.07, §3, regardless of dollar value, with the exception of contracts described in System Policy 25.07, §3(b), and CEOs may delegate such authority to designees.

In accordance with System Policy 25.07.01, *Contract Administration, Delegations and Reporting*, the Delegation of Authority for Contract Administration for all contracts is shown on the following pages. In case of unavailability of the person who has the delegated authority, either the Vice President for Finance and Administration or Provost is delegated the authority to execute the contract.

*Please be aware that the monetary categories noted in the below delegation of authority are subject to Board of Regents approval for certain contracts in accordance with System policies and regulations. In accordance with System Policy 25.07, §2, certain contracts that involve or exceed an annual consideration of \$500,000 or more or are longer than 5 years must be approved by the Board of Regents. Such dollar threshold does not apply to contracts described in System Policy 25.07, §3.

Legend:

Assoc.	Associate	TTC	AVS, Texas A&M System Technology Commercialization
Asst.	Assistant	ETAMU	East Texas A&M University
BOR	Board of Regents	PI	Principal Investigator/Research
CEO	Chief Executive Officer	VPFA	Vice President for Finance and Administration
CFO	Chief Financial Officer	VPPE	Vice President for Philanthropy and Engagement
CPO	Chief Procurement Officer	VPRED	Vice President for Research and Economic Development
OGC	Office of General Counsel	VPSFDS	Vice President for Stud. Affairs and Dean of Students
SR	System Regulation	SREO	System Real Estate Office
SP	System Policy	System	The Texas A&M University System
HUB	Historically Underutilized Businesses	CA	Contract Administrator

Notes:

- 1 REQUIRED GENERAL COUNSEL REVIEW (System Policy 25.07, §4): Unless otherwise stated in System Policies or System Regulations, all contracts that have a stated or implied consideration of \$200,000 or more must be submitted to OGC for review and approval as to form and legal sufficiency, unless exempted under the OGC contract review procedures and checklist that have been approved by the chancellor.
- 2 All contracts for goods or services must comply with System Regulation 25.07.03, *Acquisition of Goods and/or Services*. All purchases shall comply with state statutes relating to contracting with historically underutilized businesses and procurement of goods and services from persons with disabilities.
- 3 It is the responsibility of the person noted in the “Typical Routing for Departmental Review” section to signify in writing (via email or memorandum) that they have reviewed the contract before sending it to the next person on the list. It is the responsibility of the person noted in the “Authorization to Execute Contracts” sections to so note the complete routing and review certifications before signing the contract.
- 4 Government Code 2261.253 requires state agencies to post contracts for the purchase of goods or services from a private vendor that are valued at \$15,000 or greater if using institutional funds and all contracts using appropriated funds. Please forward copies of all agreements to the Contract Administration Office to ensure proper reporting is completed.
- 5 Questions regarding contract administration should be directed to the Contract Administration Office as outlined in System Rule 25.07.99.S1, Contract Administration.
- 6 University does not recognize contracts signed by University employees or agents as binding on the University unless the employee who signed the contract has duly delegated signature authority
- 7 Employees who sign contracts purporting to bind the University without authority may be personally liable to the contractor and the University, and may be subject to University disciplinary action, up to and including dismissal or discharge for cause.
- 8 Contracts, including electronic agreements, signed without proper authority shall not be binding on the University.
- 9 All previous delegations of authority are superseded and rendered void as of the effective date of this regulation.
- 10 Deputy Director and Director of RELLIS Campus are only authorized to sign contracts/agreements involving the RELLIS Campus.

TYPE OF CONTRACT		TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
1. ADVERTISING AGREEMENTS				
1.1	Advertising Agreements	- Account Manager - Vice President - CFO	- CPO - CA	CEO
2. AFFILIATION AGREEMENTS/AFFILIATION SERVICE AGREEMENTS				
2.1	Agreement with Foreign Governmental Bodies and Federal, State, or Local Governmental Entities	- Account Manager - Dean - Vice President - CFO	- Provost - CFO	CEO
2.2	Private Companies & Foundations	- Account Manager - Dean - Vice President - CFO	- CFO - VP for Advancement	CEO
3. ARTICULATION AGREEMENTS				
3.1	Agreements with other institutions of higher education regarding transfer of courses	- Dean - Provost	- Provost - CFO	CEO
4. ATHLETIC AGREEMENTS				
4.1	Athletic Events <i>Scheduled NCAA sanctioned sporting events.</i>	- Athletic Director - CEO	- Athletic Director (Up to \$50K) - CPO - CA	- CPO - CA (Up to \$500K)
	4.1.1 Athletic Game Guarantees	Athletic Director	Athletic Director (Up to \$50K)	- CPO - CA (Up to \$500K)
4.2	Athletic Event Sponsorship	- Athletic Director - CEO	- CPO - CA	- CPO - CA (Up to \$500K)
4.3	Transportation Purchase Order Contracts	- Athletics Business Director - Athletic Director - CFO	- Athletics Business Director (Up to \$15K) - Athletic Director (<\$15K) - CPO - CA	- CPO - CA (Up to \$500K)
4.4	Hotel Purchase Order Contracts	Athletics Business Director	CPO	CPO

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		- Athletic Director - CFO	CA	CA (Up to \$500K)
4.5	Athletic Facility Rental Agreements <i>Limited use of System property by outside entities.</i>	See Section 23.8.1 herein.	See Section 23.8.1 herein.	See Section 23.8.1 herein.
4.6	Recreational Sports Event Sponsorship	- Dean of Students - CEO	- CPO - CA	CFO
5. COLLECTION AGENCY AGREEMENTS				
5.1	Collection of Accounts (See 5.1.1 below). All collection agency contracts, extensions and renewals are subject to and conditioned upon express written approval of the State Attorney General.			
	5.1.1 Collection Agency Agreements <i>General Counsel acts as liaison to the Attorney General and shall retain executed copies (not originals) and approve all collection agency contracts for the System and its members.</i>	- Department Head - CFO - OGC	CEO, CFO or PD executes and OGC and the State Attorney General approve prior to Vendor execution.	
6. CONSTRUCTION CONTRACTS (SP 51.02, 51.04, SR 51.04.01) - Monetary categories above do not apply to this section				
6.1	Minor Projects (Less than \$4,000,000)	- Department Project Representative - Vice President - CPO - CA (Up to \$500K)	CFO	
6.2	Major Projects (\$4,000,000 or more, but less than \$10,000,000)	- Department Project Representative - Vice President - CPO - CA (Up to \$500K)	CFO	
6.3	Architect/Engineer <i>Employment of Architect/Engineer for Consultant/Engineering Professional Services.</i>	- Department Project Representative - Vice President - CPO	- CPO - CA (Up to \$500K)	

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		CA (Up to \$500K)		
7. CONSULTING AGREEMENTS				
7.1	Statutory Consulting Agreements <i>Acquisition of consulting services as defined by Texas Government Code § 2254.021.</i>	See Section 27.7 herein.	See Section 27.7 herein.	See Section 27.7 herein.
7.2	Statutory Consulting Agreements <i>Providing consulting services to 3rd parties</i>	See Section 26.1 herein.	See Section 26.1 herein.	See Section 26.1 herein.
8. DONOR AGREEMENTS (SP 21.05, SR 21.05.01)				
8.1	Personal Property with Restrictions (including indemnification) on Acceptance (including cash or cash equivalents) See SP 21.05.	N/A	- CPO - CA	- CFO (Requires BOR Acceptance)
8.2	Real Property (including all bequests) <i>All decisions involving accepting donations of real property should be coordinated through the SREO pursuant to SP 41.01.</i>	See Section 23.3 herein.	See Section 23.3 herein.	See Section 23.3 herein.
8.3	Intellectual Property Gifts	See Section 16.7 herein	See Section 16.7 herein.	See Section 16.7 herein.
9. EMPLOYMENT APPOINTMENTS				
9.1	Faculty Offer Letters (Conditional letters of appointment to faculty)			
9.1.1	Approval of Appointment Offers – Tenure with Appointment (Rank of Professor, Associate Professor)	- Faculty Advisory Committee - Department Head - Dean - Provost - CEO	Chancellor	Chancellor (All contracts require BOR approval)
9.1.2	Approval of Appointment Offers – Tenure-Track Faculty Appointments (Rank of Associate	- Faculty Advisory Committee - Department Head	Chancellor	Chancellor (All contracts require BOR approval)

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<i>Professor, Assistant Professor, Instructor)</i>	• Dean • Provost • CEO		
9.1.3 Approval of Appointment Offers – Non-Tenure Track Appointments (e.g. Visiting Faculty Titles & Lecturer Titles)	• Faculty Advisory Committee • Department Head • Dean • Provost • CEO	• Chancellor	• Chancellor (All contracts require BOR approval)
9.1.4 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Dean, Interim Dean, Acting Dean</i>	• Faculty Advisory Committee • Department Head • Dean • Provost • CEO	• Chancellor	• Chancellor (All contracts require BOR approval)
9.1.5 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Academic Department Head, Interim Head, Acting Head</i>	• Faculty Advisory Committee • Department Head • Dean • Provost • CEO	• Chancellor	• Chancellor (All contracts require BOR approval)
9.1.6 Approval of Appointment Offers – Appointment and accompanying salary changes for faculty members appointed as <i>Director of an Academic Administrative Services Center or Institute</i>	• Faculty Advisory Committee • Department Head • Dean • Provost • CEO	• Chancellor	• Chancellor (All contracts require BOR approval)
9.1.7 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Associate or Assistant Dean</i>	• Faculty Advisory Committee • Department Head • Dean • Provost	• Chancellor	• Chancellor (All contracts require BOR approval)

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	• CEO		
9.1.8 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Associate or Assistant Department Head, Departmental Division Head</i>	• Faculty Advisory Committee • Department Head • Dean • Provost • CEO	• CEO	• Chancellor (All contracts require BOR approval)
9.1.9 Approval of Appointment Offers – Faculty Appointments in Excess of Budgeted 100% Assignment	• Faculty Advisory Committee • Department Head • Dean • Provost • CEO	• CEO	• Chancellor (All contracts require BOR approval)
9.1.10 Continuing and Extension Education	• Faculty Advisory Committee • Department Head • Dean • Provost • CEO	• Provost	• Provost
9.1.11 Other Instructional Agreements – Temporary Hires (<i>part-time faculty, adjunct faculty</i>)	• Faculty Advisory Committee • Department Head • Dean • Provost • CEO	• Provost	• Provost
9.1.12 Off-Campus Instruction	• Faculty Advisory Committee • Department Head • Dean • Provost • CEO	• Provost	• Provost

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9.1.13 Graduate Assistants (<i>initial employment agreement for graduate student assistants</i>)	- Department Head - Dean	Provost	Provost
9.2 Non-Faculty Employment Appointments			
9.2.1 Approval of Appointment Offers – <i>Non-Classified Administrative Staff</i>	- Department Head - Dean	Provost/Vice President	Provost/Vice President
9.2.2 Approval of Appointment Offers – <i>Classified Support Staff</i>	- Department Head - Dean	Provost/Vice President	Provost/Vice President
9.2.3 Approval of Appointment Offers – <i>Staff in Excess of Budgeted 100% Assignment</i>	- Department Head - Dean	Provost/Vice President	Provost/Vice President
10. EMPLOYEE BENEFITS CONTRACTS – Benefits Administration			
10.1 Group Insurance Contracts/Policies and Administrative Agreements	N/A	N/A	N/A
11. EQUIPMENT LEASE AGREEMENTS			
<i>ETAMU as Lessor</i>			
11.1 Equipment Lease with Purchase Option <i>Non-employee (former faculty, research sponsor, etc.) rental for a specific period with fixed purchase option of ETAMU-owned equipment.</i>	- Account Manager - Dean - Vice President	- CPO - CA	CFO
11.2 Equipment Lease for ETAMU -Related Activities <i>Non-employee (student, conference, etc.) rental for a specified period of ETAMU - owned equipment.</i>	- Account Manager - Dean - Vice President	- CPO - CA	CFO
11.2.1 Rental Vehicles <i>(Non- ETAMU Lessee)</i>	- Account Manager - Dean - Vice President	- CPO - CA	CFO
11.2.2 Equipment	- Account Manager - Dean - Vice President	- CPO - CA	CFO
<i>ETAMU as Lessee</i>			

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11.3 Equipment Lease with Purchase Option <i>Rental of equipment for ETAMU use with fixed option to purchase within a specified period (five years or less).</i>	- Account Manager - Dean - Vice President	- CPO - CA	CFO
11.4 Equipment Lease (Rental) <i>Rental of equipment for ETAMU use for a specified period (five years or less).</i>	- Account Manager - Dean - Vice President	- CPO - CA	CFO
12. FEDERAL & STATE REGULATORY AGREEMENTS			
12.1 Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies	Account Manager	- CPO - CA	CFO
13. FINANCIAL CONTRACTS – Treasury Services			
13.1 System Depositories (SP 22.02)	- Treasury Services - PD > \$10,000 - OGC ≥ \$200,000	- Treasurer - DCIO	- Treasurer - DCIO
13.2 Investment Management (SP 22.02)			
13.2.1 Investment Consultants and Advisors (subject to provisions of Section 27 Consultant Agreements)	- Treasury Services - PD > \$10,000 - OGC ≥ \$200,000	- Treasurer - DCIO	- Treasurer - DCIO
13.2.2 Investment Management (SP 22.02)	- Treasury Services - PD > \$10,000 - OGC ≥ \$200,000	- Treasurer - DCIO	- Treasurer - DCIO
13.3 Debt Management (SP 23.02, RFS, HEF and PUF)			
13.3.1 Financial Advisors (subject to provisions of Section 27 Consultant Agreements)	- Treasury Services - PD > \$10,000 - OGC ≥ \$200,000	- Treasurer - DCIO	- Treasurer - DCIO
13.3.2 Bond Counsel (See Section 19.2 Legal)	- Treasury Services - PD > \$10,000 - OGC ≥ \$200,000	General Counsel	General Counsel

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13.4 Other Banking Functions (Custodial agreements, securities lending agreements, payment card contracts)	- Treasury Services - PD > \$10,000 - OGC ≥ \$200,000	- Treasurer - DCIO	- Treasurer - DCIO
14. GRANT PARTICIPATION AGREEMENTS (FEDERAL/STATE/LOCAL/PRIVATE) (NON-RESEARCH RELATED)			
14.1 Grants (for sponsored research project related grants see Section 24.1)	- PI - Dean - Department Head - Vice President - Graduate Dean - Fiscal Office Accounts Manager - OGC ≥ \$200,000	- CPO - CA	- CFO - CEO
14.2 Student Financial Aid	- Financial Aid/Loan Office - Provost - OGC ≥ \$200,000	- CPO - CA	- CFO - CEO
14.3 Funding Agreements (<i>Academic</i>)	N/A	N/A	N/A
14.4 Funding Agreements (<i>Non-Academic; Non-Sponsored Research</i>)	- PI - Department Head - Graduate Dean - Fiscal Office Accounts Manager - VPPE - CFO - OGC ≥ \$200,000	- CPO - CA - CFO	- CFO - CEO
15. INSURANCE-PARTIAL RISK TRANSFER CONTRACTS – Risk Management and Safety (Retention of Predetermined Limited Risk with Contractual Transfer of Excess Risk Exposure)			
15.1 Fleet Automobile and Motor Driven Liability Contract (Motorized autos and machinery driven by System employees.) Contract reviewed by the State Board of Insurance, Attorney General's Office and	- Risk Management - PD > \$1,000,000 - OGC ≥ \$200,000	Director, Risk Management	- Director, Risk Management (after OGC review) - S-CFO

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the Texas Building and Procurement Commission.				
15.2	Directors and Officers Liability Contract (Covers BOR, System Administrators, Faculty and Staff)	• Risk Management • PD > \$1,000,000 • OGC ≥ \$200,000	• Director, Risk Management	• Director, Risk Management (after OGC review) • S-CFO
15.3	Healthcare Purchasers Professional Liability Contract (Professional /Fiduciary coverage for System Self-Insured Group Benefit Programs)	• Risk Management • PD > \$1,000,000 • OGC ≥ \$200,000	• Director, Risk Management	• Director, Risk Management (after OGC review) • S-CFO
15.4	Various Insurance – Partial Risk Transfer Contracts (Funding from Member/User) NOTE: <u>The Office of Risk Management is responsible for all System-based Partial Risk Transfer Contracts. Risk Management must be contacted before any insurance is purchased.</u>	• Risk Management • PD > \$1,000,000 • OGC ≥ \$200,000	• Director, Risk Management	• Director, Risk Management (after OGC review) • S-CFO
15.5	Workers' Compensation Insurance Claims processing or settlement	• Risk Management • PD > \$1,000,000 • OGC ≥ \$200,000	• Director, Risk Management	• Director, Risk Management (after OGC review) • S-CFO • General Counsel
15.6	Administrative Contracts	• Risk Management • PD > \$1,000,000 • OGC ≥ \$200,000	• Director, Risk Management	• Director, Risk Management (after OGC review) • S-CFO
16. INTELLECTUAL PROPERTY (SP 17.01) - Monetary categories above do not apply to this section				
16.1	Technology Transfer			
16.1.1	Patent License Agreement (Technology Transfer)	• TI • OGC • VCR	• VCR approves and executes	
16.1.2.1	Non-Patent License Agreement (Technology Transfer) (System controlled or owned) trade	• TI • OGC • VCR	• VCR approves and executes	

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secrets; non-patentable inventions/know-how; Plant Variety Protection Act; copyrights; etc.			
16.1.2.2 Non-Patent License Agreement (<i>Technology Transfer</i>) (Member controlled or owned) copyrights that are not assigned to System for commercialization	• CEO • OGC	• CEO executes	
16.1.3.1 Trademark and Service Mark License (System controlled or owned)	• TI • OGC • VCR	• VCR approves and executes	
16.1.3.2 Trademark and Service Mark License (Member owned trademark licensed along with System IP)	• CEO • TI • OGC • VCR	• CEO approves for member and VCR approves and executes	
16.1.3.3 Trademark and Service Mark License (Member owned and System owned trademark of Member's name)	• CEO • OGC	• CEO executes	
16.1.4.1 Software License (In-Bound)	See Section 22.3 herein.	See Section 22.3 herein.	
16.1.4.2 Software License (Out-Bound) System Owned	• TI • OGC • VCR	• VCR approves and executes	
16.1.4.3 Software License (Out-Bound) Member Owned	• CEO • OGC	• CEO executes	
16.1.5 Option Agreement for future License of Intellectual Property	• TI • OGC • VCR	• VCR approves and executes	
16.1.6 Inter-Institutional Agreement (<i>educational institutions</i>)	• TI • OGC • VCR	• VCR approves and executes	

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16.1.7.1 Assignment of Intellectual Property to Third Party (<i>IP does not exist at time of Sponsored Research Agreement</i>)	• TI • OGC • VCR	• VCR approves waiver of ownership of IP created under Sponsored Research Agreement • Upon creation of IP, assignment executed by VCR	
16.1.7.2 Assignment of Intellectual Property to Third Party (<i>Existing IP</i>)	• TI • OGC • VCR	• Approval of Chancellor via OGC process • Assignment executed by VCR	
16.1.8 Intellectual Property Release to IP Creator	• TI • OGC • VCR	• VCR approves and executes	
16.1.9.1 Material Transfer or Evaluation Agreement covering System Intellectual Property** (<i>Commercial and Non-Commercial</i>) ** IP that is covered by an IP disclosure or is a declared variety, and TI is managing	• TI • OGC • VCR	• VCR approves and executes	
16.1.9.2 Other Material Transfer or Evaluation Agreements	• See Section 24.6	• See Section 24.6	
16.2 Disclosure and Protection of Intellectual Property			
16.2.1 Invention/Software Copyright Disclosure	• IP Creator • TI • ECO	• N/A	
16.2.2.1 IP Creators Sharing Agreement (usually included in IP Disclosure)	• IP Creators • TI	• If IP Creators cannot agree within 3 months of disclosure, then VCR decides sharing for IP Creators	
16.2.2.2 IP Creators Multiple IP Relative Weight Agreement	• IP Creators • TI • OGC	• If IP Creators still employed at System cannot agree within 3 months of execution of a license, then VCR decides relative weighting of IP in license agreement	
16.2.3 Intellectual Property Application and Prosecution (patents;	• IP Creator	• TI controls prosecution and registrations	

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	copyright registrations; trademark applications; plant variety protection act certificates)	• TI • OGC for trademarks		
16.2.4	Intellectual Property Application and Prosecution for Member Owned Copyrights and Trademarks (copyright registrations and trademark applications)	• IP Creator • CEO • TI (copyright only) • OGC for trademarks	• TI controls prosecution and registrations (copyright only) • CEO approves expenses for member	
16.3	Collegiate Licensing	• CEO	• CEO	
16.4	Nondisclosure/Confidentiality Agreements			
16.4.1	Nondisclosure/Confidentiality Agreements Relating to Commercialization of System Intellectual Property** ** IP that is covered by IP disclosure or is a declared variety	• TI • OGC • VCR	• VCR approves and executes	
16.4.2	Nondisclosure/Confidentiality Agreements Not Relating to Commercialization of System Intellectual Property	See Section 24.5	See Section 24.5	
16.5	Memorandum of Agreement Non-academic (letter style) agreements which document programmatic commitments between TI and Non-System entities (<i>includes promotion of collaboration for: commercializing System IP; obtaining investors for companies licensing System IP; research</i>	• TI • OGC • VCR	• VCR approves and executes	

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<i>investment by entities in a foreign country; and promoting history of System students and foreign country)</i>				
16.6	Business Entity to Commercialize System Intellectual Property			
16.6.1	Creation of System Business Entity to Commercialize System Intellectual Property	• CEO (If Member sponsored creation of Entity) • TI • OGC • VCR	• Approval of Chancellor via OGC process • VCR executes	
16.6.2	Investing in a Business Entity Having a License to System Intellectual Property	• CEO (if Member sponsored investment) • TI • OGC • VCR	• Approval of Chancellor via OGC process • VCR executes	
16.7	Intellectual Property Gifts			
16.7.1	IP Offer to System in Exchange for Royalty Sharing	• TI • OGC • VCR • Chancellor	• Approval of Chancellor via OGC process • VCR executes	
16.7.2	IP Offer to Member in Exchange for Royalty Sharing	• OGC • TI (if patent) • VCR (if patent)	• Member CEO via OGC process • VCR (if patent)	
16.7.3	IP Offer to System of Charitable Gift	• TI • OGC • SOBA • VCR • Chancellor	• Chancellor or VCR	
16.7.4	IP Offer to Member of Charitable Gift	• CEO • OGC	• Member CEO • VCR (if patent)	

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		• TI (if patent) • VCR (if patent)		
16.8	Misc. Intellectual Property Agreements and agreements ancillary to intellectual property agreements	• OGC • TI • VCR	• VCR	
17. INTER-AGENCY and INTER-LOCAL AGREEMENTS				
17.1	Inter-Agency Agreements <i>Commitment for the use/acquisition (provision) of resources from (to) another STATE AGENCY governed by Texas Government Code Chapter 771</i>	• Account Manager • CPO • CA (Up to \$500K) • Dean • Vice President • CEO	• CPO • CA • CFO	• CFO
17.2	Inter-Local Agreements <i>Commitment for the use/acquisition (provision) of resources from (to) a LOCAL GOVERNMENT governed by Texas Government Code Chapter 791</i>	• Account Manager • CPO • CA (Up to \$500K) • Dean • Vice President • CEO	• CPO • CA • CFO	• CFO
18. INTRA-SYSTEM AGREEMENT				
18.1	Intra-System Agreement <i>Commitment for the use/acquisition (provision) of resources from (to) other System members.</i>	• Account Manager • CPO • CA (Up to \$500K) • Dean • Vice President • CEO	• Department Head • CPO • CA • CFO	• CFO
19. LEGAL (SP 09.04, SR 09.04.01)				
19.1	Litigation (See 19.1.1 below) <i>All settlements shall have concurrence of the ETAMU CEO and General Counsel and where required, the approval of the State Attorney General.</i>			
	19.1.1 Approval to Settle: \$100,000 or less General Counsel \$100,000 to \$300,000 Chancellor	• OGC • Chancellor • OGC	• General Counsel • Chancellor	• General Counsel • Chancellor (more than \$300K BOR)

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More than \$300,000 BOR			
19.2 Outside Legal Counsel <i>General Counsel acts as liaison to the Attorney General and shall retain, manage and approve all outside counsel for the System and its members.</i>	• Department Head • OGC • Chancellor	• General Counsel • Chancellor	• General Counsel • Chancellor
20. MEMORANDA OF AGREEMENT/UNDERSTANDING – ACADEMIC			
20.1 General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents programmatic commitments between ETAMU and non-ETAMU entities; contracts to perform educational and service activities consistent with the ETAMU mission.</i>	• Account Manager • Dean • Provost	• CPO • CA	• CFO
20.2 Cooperative Agreements <i>Student co-op affiliation agreements with sponsoring entities.</i>	• Account Manager • Dean • Provost	• CPO • CA	• CFO
20.3 International Affairs <i>Documents mutual obligations for international joint programs.</i>	• Provost	• Provost • CFO	• Provost • CEO
20.4 International Study Abroad Program	• Provost	• Provost • CFO	• Provost • CEO
20.5 Training Affiliation (<i>internships</i>) <i>Documents mutual obligations to establish training [internship opportunities] for ETAMU' students.</i>	• Account Manager • Dean • Provost	• CPO • CA	• CFO
20.6 Work Study Program Agreements	•	•	•
21. MEMORANDA OF AGREEMENT/UNDERSTANDING – NON-ACADEMIC			
21.1 General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents commitments between ETAMU and non-ETAMU entities that are non-academic in nature.</i>	• Account Manager • Department Head • CFO	• CPO • CA	• CFO

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22. PURCHASE AGREEMENTS <i>(ETAMU acquiring goods and services not addressed in Section 27)</i>			
22.1 <i>ETAMU Purchase Orders Purchase of goods or services from outside vendor using standard forms promulgated by ETAMU, which are processed through the appropriate bid process in accordance with ETAMU policies and State requirements.</i>	- Account Manager under \$15,000 - CPO - CA (Up to \$500K)	- Account Manager under \$15,000 - CPO - CA	- CPO - CA (Up to \$500K)
22.2 <i>Vendor Purchase Orders Purchase of goods or services from outside vendor using vendor supplied document or negotiated agreement.</i>	- Account Manger under \$15,000 - CPO - CA (Up to \$500K)	- Account Manger under \$15,000 - CPO - CA	- CPO - CA (Up to \$500K)
22.3 <i>Software License Agreements Contract for use of computer software using vendor supplied document/agreement or System standard forms.</i>			
22.3.1 <i>Department Contract limiting application to specific Department.</i>	- Account Manager - Dean - Vice President	- CPO - CA	- CPO - CA (Up to \$500K)
22.3.2 <i>System Offices Contract providing System Office or System-wide computing application.</i>	- Account Manager - Dean - Vice President	- CPO - CA	- CPO - CA (Up to \$500K)
22.3.3 <i>Intellectual Property (not through TI) Contract containing IP Provisions</i>	- Account Manager - Dean - Vice President	- CPO - CA	- CPO - CA (Up to \$500K)
22.4 <i>Memberships Purchase of Organizational Affiliations for individuals, groups, or the institution.</i>	- Account Manager - CPO - CA (Up to \$500K)	- Vice President (<\$5,000) - CEO (>\$5,000)	CEO
22.4.1 <i>Professional/Service Associations Purchase by ETAMU on behalf of an individual, group or the institution of a membership in a</i>	- Account Manager - CPO - CA (Up to \$500K)	- Vice President (<\$5,000) - CEO (>\$5,000)	CEO

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
<i>professional or service organization.</i>			
22.4.2 Social/Individual Purchase by ETAMU on behalf of an individual of a membership in a social organization.	- Account Manager - CPO - CA (Up to \$500K)	- Vice President (<\$5,000) - CEO (>\$5,000)	- CEO
22.5 Library Acquisitions Books, subscriptions, reference materials, memberships purchased for the express purpose of obtaining publications. Database services and lease agreements for electronic library materials.	Director of Library	Director of Library	Director of Library
22.6 Library Subcontracts ETAMU library subcontracts to provide off-campus library services.	Director of Library	Director of Library	Director of Library
22.7 Commercial Licenses (<i>Chick-Fil-A, etc.</i>)	- Account Manager - Dean - Vice president	- CPO - CA	CFO
22.8 Maintenance Agreements acquired with equipment purchase or as stand-alone purchase	- Account Manager - CPO - CA (Up to \$500K)	- CPO - CA	CFO
22.9 Partial Sale, Partial Gift Purchases (See SP 22.05, §3)	- Account Manager - CPO - CA (Up to \$500K)	See SP 21.05, §3	See SP 21.05, §3
22.10 Financing Service Agreements related to the acquisition of good or services.	- Account Manager - CPO - CA (Up to \$500K)	- CPO - CA	CFO
22.11 Purchasing Agreements not classified elsewhere	- Account Manager - CPO - CA (Up to \$500K)	- CPO - CA	CFO

TYPE OF CONTRACT		TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
23. REAL PROPERTY TRANSACTIONS (SP 41.01, SR 41.01.01) ¹ - Monetary categories above do not apply to this section				
23.1	Purchase of Real Property Per SP 41.01, §2 and SR 41.01.01, §3: ○ SREO oversees all acquisitions of real property.	• CPO • CA (Up to \$500K) • CEO • SREO and/or SLMO • OGC	• BOR approval required if consideration is over \$1,000,000 • Chancellor or S-CFO approves and executes purchases of \$1,000,000 or less	
23.2	Condemnation of Real Property Per SP 41.01, §2 and SR 41.01.01, §3: ○ SREO oversees all acquisitions of real property.	• CEO • SREO • OGC • Chancellor or S-CFO	• Chancellor, S-CFO or General Counsel executes all documents (after BOR approval)	
23.3	Gifts/Bequests of Real Property Per SR 41.01.01, §3: ○ SREO oversees all acquisitions of real property. ○ SOBA and OGC must approve prior to CEO accepting gift.	• CPO • CA (Up to \$500K) • CEO • SREO and/or SLMO • OGC • SOBA	• CEO can accept after approval of OGC and SOBA • S-CFO can accept after approval of OGC and SOBA if property is gifted/bequested to System Offices	
23.4	Sale or Exchange of Real Property Per SP 41.01, §3 and SR 41.01.01, §4: ○ SREO oversees all activities required to dispose of or exchange real property. ○ Member CEOs may recommend disposal or exchange of System real property.	• CPO • CA • CEO • SREO and/or SLMO • OGC	• Chancellor or S-CFO executes after BOR approval, if necessary	
23.5	Lease of Real Property			
	23.5.1 TO 3 rd Parties ○ Lease of SYSTEM-owned facilities and/or land for a period. SREO shall	• CPO • CA • CEO	• CEO if term of 5 years or less; Chancellor or S-CFO if property assigned to System Offices or if Lease approved by BOR	

¹ Per SP 41.01.01, §1.5, **for each real property transaction**, legal forms and documents must be reviewed and approved for legal form and sufficiency by OGC.

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<i>review leases as required by SR 41.01.01, §5.</i> Leases to 3rd Parties with a term >5 years, including renewals, must be approved by the BOR as required by SP 41.01, §4.1	- SREO - OGC - Chancellor or S-CFO (if property assigned to System Offices)		
23.5.2 FROM 3 rd Parties <i>Lease of facilities (office, laboratory, classroom, storage, residence, etc.) and/or land from a 3rd party for ETAMU use for a specified period.</i> <i>See SP 41.01, §4 and SR 41.01.01, §6</i>	- CPO - CA - CEO - SREO - OGC	- CEO, Chancellor or S-CFO depending on term, amount and property assignment. SP 41.01 and SR 41.01.01 approvals: 5 yrs. or less/\$500,000 or less – CEO or S-CFO 10 yrs. or less/over \$500,000 to \$1,000,000–Chancellor or S-CFO - More than 10 yrs. or greater than \$1,000,000 – Chancellor or S-CFO executes after BOR approval	
23.5.3 Student Retreat Facility <i>Lease of facilities (camp grounds, recreational facility, residence, etc.) and/or land for ETAMU use for a specific student retreat.</i>	- CPO - CA - CEO - SLMO - OGC	CEO, Chancellor or S-CFO depending on term, amount and property assignment.	
23.6 Easements (SP 41.01, §6)			
23.6.1 System as Grantor (easement across System property) (10 year limit)	- CEO - SLMO - OGC	VCBA	
23.6.2 System as Grantee (easement across 3 rd party's property) (Requires BOR approval if over \$300,000)	- CEO - SLMO - OGC	- VCBA - Chancellor or S-CFO (if BOR approval required)	
23.6.3 Conditional Roadway Easements (indefinite term)	- CEO - SREO	Chancellor or S-CFO executes after BOR approval	

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(Requires BOR approval)	• OGC		
23.7 Housing Agreements			
23.7.1 International Housing <i>University owned or leased housing provided for visiting international faculty.</i>	• CPO • CA • CEO • SREO • OGC	• CEO	
23.7.2 Residence Hall <i>On-campus student housing.</i>	• CPO • CA • CEO • SREO • OGC	• CEO	
23.7.3 Student Apartments <i>Off-campus University-housing provided for students.</i>	• CPO • CA • CEO • SREO • OGC	• CEO	
23.7.4 Mail Box <i>Rental of residence hall mail boxes.</i>	• Residential Living & Learning Staff • VPSFDS • CPO • CA	• CEO	
23.8 Other Grants of Rights Related to Real Property			
23.8.1 Permits, Licenses and Facility Use Agreements covering System property (temporary or periodic use, i.e. arenas, stadiums, classrooms, etc.). See SP 41.01.01, §12.1	• CPO • CA • CEO • SREO • OGC	• CEO • VCBA if property assigned to System Offices	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
23.8.2 Permits and Licenses of System Land, including Water Use and Antiquities Permits	• CPO • CA • CEO • SREO • OGC	• CEO • VCBA	
23.8.3 Permits, Licenses and Facility Use Agreements covering 3 rd Party Property (temporary or periodic use, i.e. arenas, stadiums, classrooms, campgrounds, etc.). See SP 41.01.01, §12.2	• CPO • CA • CEO • SREO • OGC	• CEO • VCBA if property assigned to System Offices	
23.8.4 Oil, Gas and Mineral Rights Leasing See SP 41.01, §5	• SREO and/or SLMO • OGC	• Chancellor or S-CFO	
23.8.5 Other Oil, Gas and Mineral Rights documents (i.e. Division Orders; Pooling Agreements; Production Sharing Agreements; Ratification Agreements; Assignment Consents; Affidavits; and related documents)	• SLMO • OGC	• VCBA, Landman IV	
23.8.6 Other Documents (i.e. Subordination, Non-disturbance & Attornment Agreements; Assignments; Estoppels; Renewals; Consents; Terminations; Non-Disclosures; Confidentiality Agreements; Ratifications; Releases; Memorandums; Affidavits; Acknowledgments; documents containing statements of fact; Correction instruments and non-	• SREO and/or SLMO • OGC	• CEO • VCBA or Managing Counsel, Property & Construction	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
substantive amendments to documents, etc.)			
23.8.7 Real Property Management and Maintenance (i.e. Surface Use Agreements; Drainage Agreements; Maintenance Agreements, etc.)	• CPO • CA • SREO • OGC	• CEO • S-CFO or VCBA	
23.8.8 Condominium Ownership, Operations and Activity Documents	• CPO • CA • SREO • OGC	• S-CFO or VCBA	
23.8.9 Broker/Agency Representation and Listing Agreements; Non-binding Letters of Intent/Term Sheets	• CPO • CA • SREO • OGC	• CEO • VCBA	
23.9 Service Contracts for Real Property Transactions (surveyors, appraisers, property inspectors, title company contracts, etc.) (See also Section 27.6)	• CPO • CA • CEO • SREO • OGC	• CEO • VCBA or ED-RE	
24. RESEARCH AGREEMENTS - Monetary categories above do not apply to this section			
24.1 Research agreements (where member is the prime contractor signing the agreement with the sponsor; or member is a subcontractor signing the agreement with the prime contractor or a higher-tier subcontractor). <i>Includes grants, contracts, cooperative agreements, and consortium agreements</i>	• Account Manager • Dean • VPRED • CEO	• VPRED	
24.2 Sub-agreements/Sub-recipient/Sub-grant/Sub-contract agreements for sponsored research and ancillary services (where member is the prime contractor	• Account Manager • Dean • VPRED	• VPRED	

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signing the agreement with a subcontractor; or member is a subcontractor signing the agreement with a lower-tier subcontractor).			
24.3 Proposal Submissions	- Account Manager - Dean - VPRED	VPRED	
24.4 Teaming Agreements	- Account Manager - Dean - VPRED - CEO	VPRED	
24.5 Non-disclosure/Confidentiality Agreements (involving potential research collaboration)	- Account Manager - Dean - VPRED	VPRED	
24.6 Material Transfer or Evaluation Agreements (Not through TI)	- Account Manager - Dean - VPRED - CEO	VPRED	
24.7 Testing/Analytical Agreements	- Account Manager - Dean - VPRED - CEO	VPRED	
24.8 Misc. Research Agreements and agreements ancillary to research agreements (<i>e.g., Vessel Time Charter Agreements</i>)	- Account Manager - Dean - VPRED - CEO	VPRED	
25. REVENUE GENERATING AGREEMENTS			
25.1 Revenue Generating	- Account Manager - CPO - CA	- CPO - CA	CFO
26. SALES AGREEMENTS (<i>ETAMU providing goods or services</i>)			
26.1 Consultant/Professional Service	Account Manager	CPO	CFO

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
Agreements (non-statutory) <i>ETAMU acting as consultant or performing professional service (including testing services).</i>	Dean	CA	
26.1.1 Intellectual Property Agreements (Not through TI)	- Account Manager - Dean	- CPO - CA	CFO
26.1.2 Analysis/Testing	N/A	N/A	N/A
26.2 Property Transfer Agreements (inventoried and non-inventoried items)			
26.2.1 Transfer or surplus property	- Account Manager - Property Manager - CPO - CA	- Property Manager (<\$20,000) - CPO (>_\$20,000) - CA (>_\$20,000)	CFO
26.2.2 Transfer within the System	- Account Manager - Property Manager - CPO - CA	- Property Manager (<\$20,000) - CPO (>_\$20,000) - CA (>_\$20,000)	CFO
26.2.3 Transfer to another state agency	- Account Manager - Property Manager - CPO - CA	- Property Manager (<\$20,000) - CPO (>_\$20,000) - CA (>_\$20,000)	CFO
26.2.4 Transfer to an independent third party	- Account Manager - Property Manager - CPO - CA	- Property Manager (<\$20,000) - CPO (>_\$20,000)	CFO
26.3 Unclassified Services Providing services not specified elsewhere.	- Account Manager - Property Manager - CPO - CA	- Property Manager (<\$20,000) - CPO (>_\$20,000) - CA (>_\$20,000)	CFO
27. SERVICES AGREEMENTS (ETAMU acquiring services)			
27.1 Educational Testing Services	- Account Manager - Dean - Vice President	- CPO - CA	CFO

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
27.2 Entertainment Events <i>Artistic entertainment performance agreements.</i>	- Account Manager - Dean - Vice President	- CPO - CA	CFO
27.3 Lecture/Seminar Speaker Agreements <i>Use of non-faculty/staff to lecture or speak in support of institutional programs.</i>	- Account Manager - Dean - Vice President	- CPO - CA	CFO
27.4 Maintenance Agreements			
27.4.1 Purchase with Equipment Purchase <i>Purchase of maintenance services from equipment vendor as an integral part of equipment purchase.</i>	- Account Manager - Dean - Vice President	- CPO - CA	CFO
27.4.2 Stand Alone Purchase <i>Purchase of maintenance services independent from equipment purchase or vendor.</i>	- Account Manager - Dean - Vice President	- CPO - CA	CFO
27.5 Non-academic Instruction <i>Recreational Sports</i>	- Account Manager - Dean - Vice President	- CPO - CA	CFO
27.6 Statutory Professional Services <i>Acquisition of professional services as defined by Texas Government Code §2254.002 (accounting, architecture, optometry, medicine, land surveying, real estate appraising, and professional engineering). Agreements for outside counsel must comply with Section 19 herein.</i>	- Account Manager - Dean - Vice President	- CPO - CA	CFO
27.7 Statutory Consulting Services <i>Acquisition of consulting services as</i>	- Account Manager - Dean - Vice President	- CPO - CA	CFO

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<i>defined by Texas Government Code §2254.021. Agreements for outside counsel must comply with Section 19 herein.</i>			
27.8 Student Medical Services	- Account Manager - Dean - Vice President	- CPO - CA	CFO
27.9 Unclassified Services <i>Purchase of services not specified elsewhere.</i>	- Account Manager - Dean - Vice President	- CPO - CA	CFO
28. SPECIAL EVENTS			
28.1 Conference/Short-Course	- Account Manager - Dean - Vice President	- CPO - CA	CFO
28.2 Exhibition Loan Agreements <i>Documents commitments to display, secure, admit public, etc. to view works of art of material of public interest.</i>	- Account Manager - Dean - Vice President	- CPO - CA	CFO
29. PROCURED AGREEMENTS			
29.1 Procured Agreements Agreements procured through a state contract, state catalogue, or other procurement methodologies authorized by state statute and in accordance with A&M System requirements as described in System Policy 25.07, §3(c).	- Account Manager - CPO - CA	- CPO - CA	CFO
30. UNCLASSIFIED/OTHER AGREEMENTS			
30.1 Nondisclosure/Confidentiality Agreements (Not Relating to Commercialization of System Intellectual Property or involving potential research collaboration)	- Account Manager - CPO - CA	- CPO - CA	CFO

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30.2 Miscellaneous Agreements <i>Contracts and agreements not specifically classified above or currently classified as "Not Applicable".</i>	- Account Manager - CPO - CA	- CPO - CA	CFO